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13 November 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM : Chief, FBIS
SUBJECT : Letter of Instruction - Part I

EDITORIAL BRANCH

1. General

a. Daily Report Supplements issued:

1. 8 October -- World Radio and Press Reaction to Launching of a Soviet Earth Satellite.
2. 11 October -- Text of Khrushchev's Interview with New York TIMES Correspondent James Reston.
3. 21 October -- Report on the Cheng Feng Movement by Teng Hsiao-ping, Secretary General of the CCP Central Committee.
4. 29 October -- Speech at the 10th Plenum of the PZPR Central Committee by First Secretary Wladyslaw Gomulka.
5. 31 October -- Speech at the 33rd Plenum of the SED Central Committee by First Secretary Walter Ulbricht.

b. Both the East Coast and London Bureaus deserve to be commended for their handling of the initial announcements concerning the replacement of Soviet Defense Minister Zhukov. Prompt action by ECB enabled B-Wire editors to clear the AFP item quoting TASS 3 minutes in advance of the earliest AP announcements. The London item, which was far more substantive and filed by the recently activated allocated channel, cleared the B-wire only 15 minutes later.

3. While prompt filing of critical material is becoming increasingly important, this does not, of course, reduce the importance of accuracy. As a means of resolving this basic conflict bureaus are reminded that an accurate FYI, which gives the gist of a lengthy item but of necessity deletes material of interest, is more valuable than an extremely spotty text which will eventually have to be voluminously corrected from more detailed listening or subsequent transmissions. Except under the most exceptional circumstances, it is better to send a checked summary FYI than to begin filing an incomplete or suspect "text." The complete and accurate text could follow several hours later, if necessary.

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d. The size of the file should not be regarded as the most important gauge of a bureau's performance. All bureaus are aware of the physical limitations of the Daily Report and the B-Wire. Increases in field files should represent only expanded coverage or exceptionally voluminous and pertinent reaction to world events. Bureaus should concentrate efforts on reducing files by judicious summarization, excerpting or by improving their criteria of selection. This is especially true on weekends and after holidays.

e. Users of economic abstract cards continue to call attention to deficiencies in translations and editing, which cannot be detected in headquarters prior to distribution. Bureaus should be guided by the same principles of professional care that they apply to copy for the wire.

f. Some Bureaus have asked for clarification concerning the kinds of materials which normally should be processed as economic abstracts. The general criterion is that economic data on achievements below the republic level in the USSR, or the provincial level in China, or information concerning installations, equipment, or economic developments which are precise with respect to any locality or installation rather than a generalization, should be processed as abstracts. Economic achievements or information concerning installations or entities at the republic or provincial level or above merit textual or summary filing on the wire.

g. Recent deviations indicate a need to remind bureaus to adhere to the procedure outlined in [] in addressing monthly reports on the acquisition of reference materials and periodicals. All such reports should be forwarded to the Technical Information Unit and not to the Liaison Officer, as is still being done in some cases.

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h. Several recent violations both with respect to the number of "pages" and the number of lines per page appear to warrant a reminder to the field concerning FBIS regulations which provide that no more than three "pages" -- of 10, 20 and 20 lines respectively -- be filed as a single take.

i. Deviations from the new Editorial Handbook have been reduced markedly since the last Letter of Instruction. The following improper practices here and there, however, still need correction:

- (1) Improper flags continue to be used.
- (2) Responses to queries are not sufficiently identified.
- (3) Unauthorized abbreviations are used.
- (4) Bureaus occasionally still use the processing designation "Summary with Quotations" instead of "Summary", fail to insert

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a question mark inside the closed parenthesis in questioned words or phrases, and employ the editorial explanation "as broadcast" or "as transmitted," instead of "as heard" or "as received".

k. Some recent translations of Soviet items have indicated confusion of UNESCO with ECOSOC. UNESCO is the United Nations Education, Scientific and Cultural Organization, a specialized agency of the United Nations. ECOSOC stands for Economic and Social Council, a body responsible directly to the General Assembly and Security Council. It is not preceded by the letters U.N.

2. London Bureau

The standard term is National Coalition or Coalition Party in Finland rather than Unionist Party.

3. Austrian Bureau

The increased filing of briefs, both voice and press, in recent weeks is appreciated.

4. Mediterranean Bureau

a. Multitake Arab News Agency items which include material pertaining to more than one country, as for example in the case of ANA roundups of press comment from several Arab countries, could be handled more easily if the material were broken down into individual items devoted each to a single country.

b. Briticisms, circumlocutions, and redundancies occasionally appear in the bureau's copy. The following suggestions for improvement are offered:

- (1) "At present" is better rendered "now" in almost every context.
- (2) "He went on to say further" says very little more than "he added".
- (3) "But" is ordinarily not a good word with which to open a sentence. "However" is better in such cases, with "but" retained as a normal conjunction to introduce the second part of a compound sentence.
- (4) "So as to" may usually be rendered "in order to" or just "to".
- (5) Honorifics and first names should be deleted in briefs and summaries when referring to well-known persons.

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5. Okinawa Bureau

a. Attention is called to the section on the editing of copy from English-language transmissions in the new Editorial Handbook. The latitude provided for revising English-language material is particularly appropriate in processing non-documentary material from KCNA English Morse, most of which can and should be improved in the field.

b. The Royal Laotian-Pathet Lao communique filed from the Laotian home service on Oct. 23 and the subsequent announcement by the Office of the Premier from the same service in Thai were the first items received from Vientiane in some time. In view of the current delicate situation in Laos, information from this primary source is of great importance.

6. Saigon

The bureau is to be commended for its alertness in locating and exploiting the clandestine broadcasts of the National Salvation Movement. Keen interest in this material has already been indicated. The increasing flow of copy from Cambodia is also noted with satisfaction, since Hanoi transmissions have for some time been our only source of information on this country.

7. West Coast Bureau

a. Summaries and briefs should be so prepared that they contain no bracketed material except in the case of names. The frequent use of brackets in Latin American items processed in these two ways creates difficulties in preparing them for publication.

b. Reports concerning events in Indonesia bearing on the problems of military insubordination, agitation for regional autonomy, the activities of President Sukarno or for Vice President Hatta, and the role of the National Council should be filed other than as briefs whenever possible. There is also a need for more material from the Indonesian press on both domestic and foreign issues, perhaps from the Jakarta 1135 GMT English-language newscast which has been productive in the past.

SUPPORT OF RADIO PROPAGANDA BRANCH

1. Special research support from the field was reflected in a study of Polish press and radio comment on foreign policy and in a study of the timing of Soviet propaganda on the Syrian crisis. Two items called to the Branch's attention by the Austrian Bureau, a PROBLEMS OF HISTORY tribute to Zhukov and a RED STAR criticism of an anti-war poem in OGONYOK, served as the basis for articles in one of the regular Branch publications.

2. FYIs supplied by the bureaus on their own initiative continue to be appreciated. Examples of particularly useful ones this month were a London Bureau FYI on Soviet propaganda treatment of Zhukov's departure from Tirana

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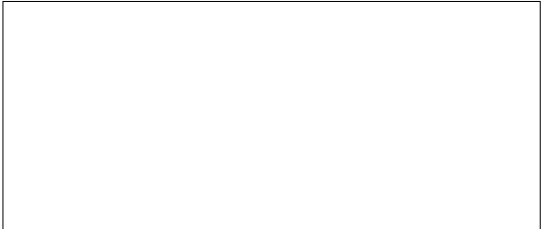
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and arrival in Moscow, and an FYI from the West Coast Bureau on a PEOPLE'S DAILY article stressing army subordination to the Party.

3. The West Coast Bureau's quick comparison of the 7th revised draft of the CPR agricultural plan with the original draft, sent ahead of the long revised-draft text from Okinawa, provided Branch analysts with an excellent rundown of the highlights and simplified the task of scrutinizing the text.

4. Compilers of Peking commentary lists are reminded that dates of newspaper articles and editorials should always be specified, as provided in the Communist China Commentary List Basic Instructions, paragraph c, item one. It is sometimes difficult to identify articles or editorials when dates are omitted.



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